



EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for:
Civil Service Title #04800

College Accounting Assistant

Exam #2004

STARTING SALARY

Incumbents: \$33,117 Annually

New Hires: \$29,307 Annually

Written Test Date: Saturday, May 19, 2007

Filing Period Opens: Monday, March 12, 2007
Filing Period Closes: Friday, April 20, 2007 -- Applications must be received by (*not postmarked by*) this date.

Filing Fee: A \$30 filing fee is required to enter the selection process. All applicants must pay the filing fee; unless qualified to receive a waiver.

Qualification Requirements: By the close of the filing period (Friday, April 20, 2007), you must:

1. Possess an Associate Degree from an accredited institution of higher education; OR
2. Possess a high school diploma, or equivalent, AND one (1) year of full-time bookkeeping, figure clerk, account clerk, or similar experience; OR
3. A combination of experience and/or education that is equivalent to requirements (1) or (2) above.
Note: CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week prorated and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of less than 20 hours per week will NOT be credited at all.
4. Demonstrate English language proficiency. Candidates must speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks. English proficiency will be evaluated at the time of interview.

NOTE: ALL Applicants must meet the minimum qualifications for this title to be eligible to take the Written Test on May 19, 2007.

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Description of the Job

Under direct supervision, with little latitude for independent action or unreviewed decisions, this position performs bookkeeping, clerical, and/or subprofessional work of ordinary difficulty and responsibility related to college accounting. Such work may be performed in an electronic data processing environment. Typical tasks include:

1. As instructed, maintains financial records of contracts, appropriations, allocations, authorizations, and payments and assists in maintaining ledgers of accounts and in performing reconciliations.
2. As instructed, examines invoices, claims, vouchers, etc.; verifies documents for accuracy by reviewing supporting data and records and assists in audit functions.
3. As authorized, receives remittances and payments; makes appropriate disbursements or refunds; keeps logs and issues pertinent receipts.
4. Assists in processing invoices, vouchers, claims, statements, bills, etc.
5. Performs various calculations and computations, as directed.
6. Performs other related duties, such as generating reports and typing checks, etc., as required.

The Selection Process

The general steps in the selection process are as follows:

- Step 1. Complete the application process via Exams Xpress or use the downloaded application packet that may be retrieved from the University website: www.cuny.edu (click on **Jobs at CUNY**, then **Civil Service Exams**). **ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.** Access the Exams Xpress system from this website and the forms download area will be visible. Return or mail the completed packet to CPS Human Resource Services, Attn: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. **Do not return your paper application packet to a CUNY college or any CUNY office.**
- Step 2. Meet the minimum qualifications for appointment to the title (see the next section).
- Step 3. Take and pass the written test.
- Step 4. After passing the written test, you may view your score in the Exams Xpress system once your final banded score has been calculated.
- Step 5. A CUNY Certified List of Eligibles will be established for the title.
- Step 6. If qualified, you may be invited for an interview by a college.

You must meet the minimum qualifications for the title. If you do not meet the minimum qualifications for this title, you will be disqualified from the selection process; if you have already been appointed, you will be terminated from employment.

Your final banded score will be determined by the grade you receive on the Written Test component and the veteran preference credit/legacy credits you receive, if any. Your final banded score will determine the order in which you are certified from the eligible list for vacancies that come up. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs. The Civil Service certified list of eligibles resulting from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City.

How to Qualify for Appointment to the College Accounting Assistant Title

General Instructions:

By the close of the filing period (Friday, April 20, 2007), you must:

1. Accurately complete and submit all of the information requested of you by the Exams Xpress system;
Note: It is your responsibility to update your point of contact information in your Exams Xpress account if you

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change your name, address, telephone number, or email address. CUNY will not be able to locate you if you do not inform us of your new name, address, telephone number, or email address.

2. Attest to the accuracy of the information you provided at the end of your application process session;
3. Attest to your understanding that cheating, applying under multiple Social Security Numbers, or other ethical breaches will result in disqualification from the exam process;
4. If you filled out the downloaded application packet, return or mail the completed paper-based packet to CPS Human Resource Services, Attn: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. **Do not return your paper application packet to a CUNY college or to any CUNY office. Applications must be received by (not postmarked by) Friday, April 20, 2007;**
5. Pay the non-refundable filing fee of \$30 via credit/debit card or ensure delivery of your filing fee postal or bank money order (no personal checks accepted) to CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815;
6. Pass the minimum qualifications evaluation;
7. Submit all supporting documentation of your claims of veterans preference credit or legacy credit;
8. Submit all supporting documentation of your requests for disability accommodation during the written test (if applicable); and
9. Submit all supporting documentation of your requests for an alternate written test date due to Sabbath observance (if applicable).

Filing Fees:

Submission of fees will not be accepted after the close of the filing period. **You must pay the filing fee.** You may file your fee within the Exams Xpress system via credit/debit card on a 128-bit encryption secure platform. If you choose not to file your fee online, you must file your fee with a postal or bank money order or certified check made payable to *The City University of New York* or *CUNY in care of CPS (See Step 5 above)*. **We cannot accept personal checks.** Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law; to qualify for a waiver, you must have a *demonstrable* financial hardship and complete the ***Application Fee Waiver Request and Certification Form***. Your waiver request form must be submitted along with your application by the close of the filing period.

Specific Qualifications:

By the close of the filing period (Friday, April 20, 2007), you must:

1. A) Possess an Associate Degree from an accredited institution of higher education;
OR
B) Possess a high school diploma, or equivalent, AND one (1) year of full-time bookkeeping, figure clerk, account clerk, or similar experience;
OR
C) A comparable combination of experience and/or education that is equivalent to qualification requirements (A) or (B) above.
Note: CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of less than 20 hours per week will **NOT** be credited at all.
2. Have a High School Diploma or GED;
3. Demonstrate English language proficiency. Candidates must speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks. English proficiency will be evaluated at the time of interview.

Before being appointed unconditionally, you must:

1. Take and pass the job-related Civil Service Examination that measures critical competencies for the position.
2. Undergo a background check, including a fingerprint screening and verification of your education and work history.

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Note: Your education and work history will be verified by The City University of New York. If you completed college coursework in a country other than the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), you must have your higher education coursework evaluated at your own expense to determine its equivalence to higher education coursework completed in the United States. Those agencies that are certified to make the evaluation are listed on the **Foreign Education Fact Sheet**, which may be downloaded from the Exams Xpress system. You must pay the evaluation fee yourself directly to the evaluating agency you select and forward to CUNY the results of the evaluation. The certified evaluation of your foreign education must be provided to the University Civil Service Examinations Unit, in care of CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815, within 30 calendar days after the close of the filing period (May 20, 2007).

The Written Test (100% of Final Ranked Rating)

It is anticipated that the written test will be administered on **Saturday, May 19, 2007**. In case of bad weather, please call 212.794.5672 to learn of any changes to the test administration schedule.

A written test will determine your score. The minimum passing scaled final score is 70. All passing scores will be banded.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

This examination consists of a multiple-choice assessment of relevant knowledge/skills/abilities (KSAs) and will comprise 100% of final ranked rating:

KSA Test

The written test may consist of multiple-choice questions that evaluate applicants' knowledge/skills/abilities of the following potential content areas:

1. Accounting Concepts: These questions test the knowledge of basic accounting terminology as related to bookkeeping and office methods.
2. Ability to Work with Numbers: These questions test for the ability to identify patterns and compute basic math calculations. Both numerical and text-based mathematical problems will be presented.
3. Accounting Problems: These questions relate to the ability to solve accounting problems relating to such areas as depreciation, interest, and financial analysis.
4. Bookkeeping Practices: These questions test for knowledge of basic bookkeeping concepts as related to performing and verifying college accounting activities.
5. Ability to Analyze Data: These questions test for the ability to accurately take in, process, and apply information in a coherent, accurate manner.

The KSA written test raw score comprises 100% of the maximum possible raw score point achievable on the total test. The converted passing score for the written test is 70. **Applicants must pass the written test to receive a passing score in this examination process.**

Note: A Test Review Session will not be held for this test since it is anticipated to be administered again within a one-year period.

Special Notes

Release of Test Scores Below 70. Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases, test scores

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are assigned an administrative score of "60."

Special Accommodations for Physically or Mentally Challenged Applicants: Accommodations for the written test are available for persons with a verified disability. Applicants or their representative must download a Request for Accommodation form from the Exams Xpress system and ensure that CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) receives it **by the close of the filing period (Friday, April 20, 2007)**. A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant's impairment must complete the indicated section of the form. Information regarding applicants' disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing.

Special Accommodations for Religious Beliefs: Applicants unable to participate in the Saturday written test because of a sincerely held practice of their religious beliefs must submit a signed statement on letterhead from the applicant's religious leader certifying to the applicant's religious observance in order to sit for the written test on an alternate examination date. All requests must be presented to CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) **by the close of the filing period (Friday, April 20, 2007)**.

Special Accommodations for Emergency Situations: Emergencies that will not permit you to attend the written test such as:

- Death in the immediate family
- Unforeseen hospitalization
- Military service activation
- Mandated court attendance

must be documented in advance except for hospitalization or a death in the family. An alternative examination date may be scheduled for you, if warranted. All requests must be written and mailed directly to:

CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815)

Requests must be received **no later than the Monday BEFORE the test date (Monday, May 14, 2007)** (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact CPS Human Resource Services **no later than 5 p.m. on the Tuesday after the test date (Tuesday, May 22, 2007)** at 866.864.1072 ext. 3245. A determination will be made if you will be scheduled for an alternate test date.

Claiming Veterans Preference Credit

If you pass this examination, you may be eligible for the veterans preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- February 28, 1961, to May 7, 1975 (Vietnam Conflict)
- June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
- October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
- December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
- August 2, 1990, to end of hostilities - - - not yet determined (Persian Gulf Conflict)

* = requires Expeditionary Medal

OR in the U.S. Public Health Service between:

- June 26, 1950, to July 3, 1952
- July 29, 1945 to September 2, 1945

Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the Exams Xpress application process. You must also download and complete the accessible form and submit it to CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. If applying using the downloaded form process, you must complete and submit the downloadable form to CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. Regardless of the

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method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application for the examination and the day before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

Effective January 1, 1998, the State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veterans preference credit in examinations.

Claiming Legacy Credit (For Open Competitive Examinations Only)

If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent or sibling was killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.

1. For Parent Legacy Credit:

A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

2. For Sibling Legacy Credit:

A candidate shall qualify for Sibling Legacy Credit if his or her sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001, World Trade Center attack or as a result of the rescue effort that took place in response to the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application via the Exams Xpress system, but **must** be requested no later than the day before the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. The letter must be addressed to CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to CPS Human Resource Services, **prior to eligible list establishment**, documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Appropriate supporting documentation is:

- Supporting documentation establishing the deceased's qualifying service must be from an official state or local agency or department such as:
 - a. NYS Policemen's and Firemen's Retirement System
 - b. NYS Worker's Compensation Board
 - c. NY City Police Department
 - d. NY City Fire Department
 - e. NY City Board of Estimate

Note: Volunteer firefighters should contact The City University of New York Civil Service Examinations Unit at 212.794.5424, as the required documentation will be different.

1. Establishing proof of relationship eligibility can be satisfied through the following documents:
 - a. Birth certificate
 - b. Certificate of adoption
 - c. Baptismal certificate

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- d. Tax return or other government issued documentary proof to establish "child" status

Definitions:

To qualify for the Legacy Credit please note the following requirements:

1. Police or Fire service is defined as:

- Service performed as an officer or member of an organized police force or department of any county, city, town, village, police district, authority or other participating employer.
- Service performed as an officer or member of an organized fire department of any county, city, town, village, or fire district or other employer.
- Service as an active volunteer member of a fire company at the time of his or her death.

Note: Auxiliary police are defined as peace officers and are not eligible for Legacy Credit at this time.

2. Death occurred in the line of duty is defined as:

- Having died as the natural and proximate result of an accident sustained in the performance of duty in the service;
- Did not cause such accident by his own willful negligence; and
- At the time of such accident was actually a member of the policemen and firemen's retirement system.

Note: Volunteer firefighters should contact The City University of New York Civil Service Examinations Unit as the eligibility for Legacy Credits is different.

3. Child is defined as a son or daughter of any age, usually including one formally adopted. A child may also be defined as a stepchild, a child born out of wedlock that is dependent upon the deceased, a person for whom one stands *in loco parentis*. Determinations for Legacy Credit eligibility will be made on a case-by-case basis.

Note on Legacy Credit Usage:

1. You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York.
2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open-competitive examination.

Appointment Information

Eligible List -- Once you pass the examination, your name would typically remain on the certified list of eligibles for up to one year during which time you may be appointed to a probable permanent position in the University.

Proof of Identity and Work Authorization -- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identify and proof of the right to obtain employment in the United States.

Probationary Period -- Each position is subject to a one-year probationary period following appointment from the CUNY Civil Service certified list of eligibles, which maybe extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations.

English Requirement -- You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you may not meet this requirement.

Fingerprinting -- If you are selected for employment, you must be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently \$75, imposed by the State of New York.)

Background Investigation -- The University will investigate your background thoroughly. If we discover cheating, ethical breaches, or material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed or placed on a certified list, we will terminate your employment or remove you from the list.

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Advancement Opportunities –College Accounting Assistants may be advanced to assignment Level 1A after having achieved the minimum qualification requirements for the title of College Accountant, Level 1, but have not been reassigned to the duties in that title.

Notice to Retirees -- For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including the City of New York.

Other

Applicants or their representatives may call CPS Human Resource Services at 866.864.1072 ext. 3245 for further information regarding this examination.

END

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APPROVED FOREIGN EDUCATION EVALUATION SERVICES**

**Center for Applied Research,
Evaluation & Education, Inc.**
PO Box 20348
Long Beach, CA 90801
Phone (310) 430-1105

Foundation for International Services, Inc.
Queen Anne Square, Suite 503
200 West Mercer Street
Seattle, Wa 98119
Phone (206) 298-0171
Fax (206) 298-0173

Education Evaluation International, Inc.
PO Box 5397
Los Alamitos, CA 90801
Phone (310) 431-2187
Fax (310) 493-5021

Globe Language Services, Inc.
319 Broadway
New York, N.Y. 10007
Phone (212) 227-1994
Fax (212) 693-1489

Educational Credential Evaluators, Inc.
PO Box 92970
Milwaukee, WI 53202-0970
Phone (414) 289-3400
Fax (414) 289-3411

International Consultants of Delaware, Inc.
109 Barksdale Professional Center
Newark, DE 19711
Phone (302) 737-8715
Fax (302) 737-8756

Educational Records Evaluation Service, Inc.
980 Ninth Street, 16th Floor
Sacramento, CA 95814
Phone (916) 449-9570
Fax (916) 448-3737

International Education Research Foundation, Inc.
PO Box 66940
Los Angeles, CA 90066
Phone (310) 390-6276
Fax (310) 397-7686

Evaluation Service, Inc.
PO Box 1455
Albany, NY 12201
Phone (518) 672-4522
Fax (518) 672-4877

Josef Silny & Associates, Inc.
International Education Consultants
PO Box 248233
Coral Gables, FL 33124
Phone (305) 666-0233
Fax (305) 666-4133

Foreign Academic Credentials Service, Inc.
PO Box 400
Glen Carbon, IL 62034
Phone (618) 288-5892

World Educational Services, Inc.
PO Box 745, Old Chelsea Station
New York, NY 10113-0745
Phone (212) 966-6311
Fax (212) 966-6395

The Foreign Educational Document Service
PO Box 4091
Stockton, CA 95204
Phone (209) 948-6589



TRAINING AND WORK EXPERIENCE DATA FORM

Exam Title/Exam #:

Name: _____

Social Security #: _____

Address: _____

City, St, & ZIP: _____

Telephone: _____

Are you a **current** CUNY Employee? Yes or No (Please circle only one)

Employment Status
Permanent /Provisional /other _____
(Specify)
(Please circle only one)

Please list your **current** CUNY job as "Job 1" in "Section B: Employment Experience" of this form.

READ THESE INSTRUCTIONS BEFORE COMPLETING THIS FORM

You are required to list your relevant training and work experiences on this Training and Work Experience Data Form. The information you enter on this form is the basis for determining your qualifications for appointment to the title and will be verified. You must complete this form accurately in order to obtain credit. If information is missing, illegible, unclear, or lacks sufficient detail with which to make a determination, you may be found "not qualified." You will also be disqualified if your statements are found to be false, exaggerated, or misleading.

CUNY cannot credit you for any training or work experience that you do not list on this Data Form. Failure to provide the pertinent information on this form in the boxes will result in your disqualification from the examination. If you need additional space, attach sheets using the format specified here. **Be sure to include your social security number and exam number on each additional sheet.** You will not be permitted to provide new information to this Data Form AFTER the close of the filing period.

NOTE: Do not attach a resume/college transcript to your application. Your resume/college transcript **cannot** be used in place of your documenting the required information on this form; there will be no exceptions. Resumes and college transcripts will **not** be used to determine the training and work experiences you have completed.

<p>Section A.1: Academic, General, Vocational, Technical High School or Trade School Education</p> <p>Circle the highest grade or year of high school completed: 6 7 8 9 10 11 12</p> <p>Dates of attendance: From: ____/____/____ TO ____/____/____ Date Diploma/GED received ____/____/____ Mo. Yr. Mo. Yr. Mos. Yr.</p> <p>Did you graduate? Y N Do you have a GED? Y N</p> <p>Name of Institution: _____</p> <p>Address of Institution: _____</p> <p>If you attended a vocational/technical high school or a trade school, please complete the following:</p> <p>Specialization: _____ Hours Completed in Specialization: _____</p>	<p>CUNY Use</p> <p>High School Education:</p> <p>Summary Investigation:</p>																								
<p>Section A.2: College/University Education</p> <p>Name of College/University: _____</p> <p>Address: _____</p> <p>Major: _____ # of Credits Completed in Major _____ Total # of Credits Completed: _____</p> <p>Credits are (check one) {} Semester {} Trimester {} Quarter Exact Title of Degree _____</p> <p>Dates of Attendance: From ____/____/____ To ____/____/____ Date Degree Received: ____/____/____ Mo. Yr. Mo. Yr. Mos. Yr.</p>	<p>College Education:</p> <p>Summary Investigation:</p>																								
<p>Section A.3: Graduate Education</p> <p>Name of Graduate School/University: _____</p> <p>Address: _____</p> <p>Major: _____ # of Credits Completed in Major _____ Total # of Credits Completed _____</p> <p>Dates of Attendance: From ____/____/____ To ____/____/____ Date Degree Received: ____/____/____ Mo. Yr. Mo. Yr. Mos. Yr.</p>	<p>Graduate Education:</p> <p>Summary Investigation:</p>																								
<p>Section A.4: Courses/Specialized Training</p> <p>Use the space below to list the courses you have successfully completed that indicate you have met the minimum qualifications (refer to the Notice of Examination). <u>Do not list your degree, attach your resume/college transcript as proof of the courses that you have completed. Your degree/resume/transcript will not be used to determine your completed course requirements for this title.</u> In the column headed, "Level" print "H" for high school, "U" for undergraduate, "G" for graduate, or "T" for a union training, trade, or apprenticeship program. You must specify whether you are reporting time in hours or credits. Use additional attachments, if needed. Be sure to include your social security number and examination number on each additional sheet.</p> <table border="1"> <thead> <tr> <th>Institution Name /Address</th> <th>Course #</th> <th>Exact Course Title</th> <th>Level</th> <th># of Hrs/Credits</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Institution Name /Address	Course #	Exact Course Title	Level	# of Hrs/Credits	Date Completed	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<p>For Office Use Only:</p> <p>Rating: _____</p>
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<p>Section B. Employment Experience Describe your three most recent relevant positions, including part-time or volunteered experience. Describe relevant experience in the armed forces, listing MOS, DMOS, and type of discharge. If you are or have been in business for yourself, enter "self-employed" on the line labeled "Name and Address of Employer". NOTE: Part-time experience of at least 20 hours per week <i>may</i> be prorated and credited instead of, but not in addition to, full time experience during the same period, if permissible by the title qualifications. Part-time experience of less than 20 hours per week will not be credited at all. <u>Please refer to the relevant Notice of Examination for details about how part-time work experience will be treated.</u> If you need to list more than three jobs, attach a separate sheet of paper to record those jobs. Be sure to include your social security number and examination number on each additional sheet.</p> <p>Job 1. Employer Name: _____ Address: _____</p> <p>Job Title: _____ From: ____/____/____ To: ____/____/____ Duration: ____/____/____ Mo. Yr. Mo. Yr. Mos. Yr.</p> <p># of Hrs. Worked/Week _____ Starting Salary \$ _____ per _____ Last Salary \$ _____ per _____</p> <p>Title of Supervisor _____ Nature of Employer's Business: _____</p> <p>Briefly Describe your duties/tasks/functions: _____ _____ _____</p>	Summary: To Investigator:
<p>Job 2. Employer Name: _____ Address: _____</p> <p>Job Title: _____ From: ____/____/____ To: ____/____/____ Duration: ____/____/____ Mo. Yr. Mo. Yr. Mos. Yr.</p> <p># of Hrs. Worked/Week _____ Starting Salary \$ _____ per _____ Last Salary \$ _____ per _____</p> <p>Title of Supervisor _____ Nature of Employer's Business: _____</p> <p>Briefly Describe your duties/tasks/functions: _____ _____ _____</p>	Summary: To Investigator:
<p>Job 3. Employer Name: _____ Address: _____</p> <p>Job Title: _____ From: ____/____/____ To: ____/____/____ Duration: ____/____/____ Mo. Yr. Mo. Yr. Mos. Yr.</p> <p># of Hrs. Worked/Week _____ Starting Salary \$ _____ per _____ Last Salary \$ _____ per _____</p> <p>Title of Supervisor _____ Nature of Employer's Business: _____</p> <p>Briefly Describe your duties/tasks/functions: _____ _____ _____</p>	Summary: To Investigator:
<p>Section C. Licenses And Certificates Refer to the Notice of Examination to see if a license or certificates is required. If it is, and you possess this license or certificate, fill in the following information. You may describe additional licenses or certificates using the same format on an additional sheet.</p> <p>Title of License or Certificate: _____</p> <p>Issued by: _____</p> <p>Date issued: _____ License Number: _____ Expiration Date: _____</p> <p>(When Documenting a driver license, be sure to indicate class and relevant endorsement and restrictions.)</p>	Summary: To Investigator: License:

Applicant Attestation: By my signature below, I declare and affirm that I have read and fully understand the following: (1) that any misrepresentation or material omission of facts in this application or in any other materials I submit in support of my candidacy (including but not limited to the application), or in any oral statements I may make during the selection process shall be sufficient cause for immediate rescission of my appointment in the event I am hired, or shall be sufficient cause to end further consideration of my application prior to being hired; (2) that my present/past employers may be contacted for verification of data and reference check, unless I specifically request otherwise and provide reasons acceptable to the hiring official; (3) that an offer of employment is contingent on successful completion of the entire employment selection process, including the receipt and review of references, satisfactory to the College; (4) that this verification may, but need not, begin prior to my receiving an offer; (5) that no manager or representative of CUNY has the authority to make an offer of employment or to represent a condition of employment which is in violation of the bylaws, rules, regulations, or collective bargaining agreements governing the University and any such representations contrary to these policies, even when made in writing, are unenforceable; (6) that under Federal law, CUNY is required to verify my employment authorization and my identity within three (3) days of my reporting to work, and that I must produce legitimate supporting documents; and (7) I may be entitled to receive a filing fee waiver under Section 50.5(b) of the Civil Service Law, but that I am not eligible for a refund for failing this examination, if required to pay the filing fee. I also understand that I will be evaluated only on the information submitted on this Training and Work Experience Data Form.

Applicant Signature: _____ Date: _____



REQUEST FOR ACCOMMODATION IN TESTING

PLEASE COMPLETE THIS FORM IF YOU REQUEST
A TEST ACCOMMODATION.
THE INFORMATION WILL BE KEPT CONFIDENTIAL.

The City University of New York is committed to providing a fair and accessible test environment for all applicants. Accommodations for test components of this examination are available for applicants with certified disabilities. Please review the description of all the exam components in the Notice of Examination to determine if you may require an accommodation. If you have a disability **AND** require an accommodation in testing, you must complete both sides of this form and submit it to: **CPS Human Resource Services, Attn: CUNY Examinations**, 241 Lathrop Way, Sacramento, CA 95815, **by the close of the filing period** for the test for which you require an accommodation. In requesting an accommodation in testing, you are required to provide a description of the type of accommodation for which you are applying and proof of your need for accommodation.

If you are requesting more test administration time because of a cognitive disability, please note that an additional hour is built into the administration time of any test we offer (e.g., you would have four hours to complete a three-hour test).

Name _____

Social Security Number _____

Examination Title and Number _____

Signature _____

Date _____

(OVER)

The information requested on this form, including any documentation regarding your disability and need for accommodation in testing, will be considered confidential. Please furnish all information as requested.

Name _____

Address _____

Telephone _____

Need for Accommodation *(to be completed by the applicant)*

Please indicate below why you need an accommodation and what accommodations you believe are necessary in order to provide an accessible test format. Be as specific as possible when requesting an accommodation. For example, "I am legally blind and, therefore, need the assistance of a reader."

Signature

Date

Your request for accommodation in testing must be certified by an appropriate professional (licensed physician, approved agency, etc.), who must complete and sign the certification below. Additional materials documenting the need for accommodation may be attached. It is the applicant's responsibility to obtain that certification.

Certification of Need for Accommodation *(to be completed by an appropriate professional)*

I attest that this applicant has the disability described above. The applicant has discussed with me the nature of the test to be administered, and it is my opinion that the accommodation described above is appropriate for this applicant's disability.

Name (please print)

Telephone #

License #

Title (please print)

Date Applicant Was Last Examined

Signature

Date



CLAIM FOR VETERAN PREFERENCE CREDIT ON A CIVIL SERVICE EXAMINATION

(TO BE COMPLETED BY APPLICANT)

INSTRUCTIONS: *Please type or print in ink.* Sign and return to: CPS Human Resource Services, Attn: CUNY Examinations, 241 Lathrop Way, Sacramento, CA 95815.

NAME (LAST, FIRST, MIDDLE INITIAL)		BIRTH NAME OR ANY OTHER NAME	SOCIAL SECURITY NUMBER
HOME ADDRESS (NUMBER, STREET, BOROUGH OR TOWN, STATE, ZIP CODE)		DATE OF BIRTH	OFFICE TELEPHONE NUMBER
PERMANENT CIVIL SERVICE TITLE	DATE APPOINTED TO TITLE	COLLEGE	CUNY ORIGINAL APPOINTMENT DATE

CHECK THE BOX FOR THE CREDIT FOR WHICH YOU AREA APPLYING:

- 1. I am a veteran as described in Section A of attached information sheet. (You must submit copy of DD-214 Member 4 document).
- 2. I am a disable veteran as described in Section B of attached information sheet. (You must submit copy of DD-214 Member 4 document).

U.S. MILITARY RECORD (AS IT APPEARS ON DISCHARGE)		
DISCHARGE ISSUED TO (NAME)	SERVICE/SERIAL NUMBER	SOCIAL SECURITY NUMBER
BRANCH OF SERVICE	TYPE OF SERVICE (ACTIVE, ACDUTRA, OTHER)	DATES OF ACTIVE SERVICE Mo/Day/Year TO Mo/Day/Year
TYPE OF DISCHARGE (HONORABLE, HON. CONDITIONS, DISHONORABLE, OTHER)	IF SERVICE WAS IN LEBANON, GRENADA OR PANAMA, DID YOU RECEIVE THE ARMED FORCES, NAVY OR MARINE CORPS EXPEDITIONARY MEDAL YES _____ NO _____	

TO BE COMPLETED BY DISABLED VETERAN ONLY

V.A. CLAIMS NO.	LOCAL OR REGIONAL OFFICE WITH YOUR V.A. RECORDS
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WARNING: Section 10-154 of the Administrative Code of the City of New York and Section 210.45 of the Penal Law make it a crime to knowingly falsify any information on this form, and a fine, imprisonment, or both may punish any application that knowingly falsifies any such information. In addition, knowing falsifying any material information on this document will automatically cause the disqualification of the applicant.

DECLARATION (by Applicant): I declare that I have read the above warning and that all the statement contained herein is true and correct to the best of my knowledge.

VERIFIED BY _____ TITLE _____ DATE _____

SIGNED _____ DATE _____

CLAIM FOR VETERANS PREFERENCE CREDIT INFORMATION SHEET

If you pass a civil service examination, you may be eligible for an additional points being added to your final examination score if you are a veteran or a disabled veteran. Please read carefully the requirements for being granted veterans preference credit on a civil service examination.

Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the Exams Xpress application process. You must also download and complete the accessible form and submit it to CPS Human Resource Services, Attn: CUNY Examinations, 241 Lathrop Way, Sacramento, CA 95815. If applying using the downloaded form process, you must complete and submit the downloadable form to CPS Human Resource Services, Attn: CUNY Examinations, 241 Lathrop Way, Sacramento, CA 95815 by the close of the filing period. Regardless of method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application for the examination and the date of the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

If you are eligible for veteran or disabled veteran credit, additional points can be added to your score in a civil service examination as follows:

Open Competitive Examination	Veterans may add 5 points Disabled Veterans may add 10 points
Promotion Examination	Veterans may add 2 ½ points Disabled Veterans may add 5 points

Note: You may use Veterans or Disabled Veterans Credit only once after January 1, 1951, for appointment or promotion from a City, State, or County civil service list.

SECTION A: REQUIREMENTS FOR BEING GRANTED ADDITIONAL VETERAN PREFERENCE CREDIT:

1. Active service in the armed forces of the United States during any of the periods designated below. Active duty must have been full-time active duty other than active duty for training.

If you pass the written test, you may be eligible for the veteran preference credit if you have full time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated between:

<u>Korean Conflict</u>	June 27, 1950, to January 31, 1955
<u>Vietnam Conflict</u>	December 22, 1961, to May 7, 1975
<u>Hostilities in Lebanon</u> <i>(Requires Expeditionary Medal)</i>	June 1, 1983, to December 1, 1987
<u>Hostilities in Grenada</u> <i>(Requires Expeditionary Medal)</i>	October 23, 1983, to November 21, 1983
<u>Hostilities in Panama</u> <i>(Requires Expeditionary Medal)</i>	December 20, 1989, to January 31, 1990
<u>Persian Gulf Conflict</u>	August 2, 1990, to end of hostilities (not yet determined)

CLAIMS MUST BE SENT TO:
CPS HUMAN RESOURCE SERVICES
ATTN: CUNY EXAMINATIONS
241 LATHROP WAY
SACRAMENTO, CA 95815

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran preference credits in examinations.

2. Honorably discharged or released under honorable conditions.
3. Veterans' preference for service in Lebanon, Grenada and Panama will be limited to those who received the Armed Forces, Navy or Marine Corps Expeditionary Medal.

SECTION B: REQUIREMENTS FOR DISABLED VETERAN PREFERENCE:

1. Meet the requirements for veteran preference as listed above.
2. Have a war-incurred disability rated at 10% or more by the Veteran's Administration at the time of layoff.
3. Receive payments from the Veterans Administration or certified by the Veterans' Administration as entitled to receive payments for such disability based on a medical examination held within one (1) year of the day of layoff, or receiving payments from the Veterans' Administration for a disability certified as permanently stabilized.

Name: _____

Equal Employment Opportunity Demographics Sheet

The City University of New York is committed to a policy of equality of employment opportunity; personnel decisions are made on the basis of qualifications without regard to race, color, actual or perceived age, religion, national or ethnic origin, actual or perceived sex, sexual orientation, alienage or citizenship status, veteran, and marital status. In order to comply with equal employment opportunity laws and regulations and to assess the University's recruitment and examination efforts, applicants are asked to identify the following information on a voluntary basis. This information will be kept confidential and will not be made available to those making hiring decisions.

(Please check all that apply)

Ethnicity:

- Italian American
- Latino or Hispanic (please specify): _____

Race:

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black
- White

Sex:

- Female
- Male

Age:

- Under 40
- Over 40

Sourcing:

How did you learn about this examination?

- CUNY Website
- The Chief
- Other newspaper (please specify): _____
- CUNY College Personnel Office (please specify): _____
- Flyer or Notice Posted Where (please specify): _____
- Other Internet Jobsite (please specify): _____
- Elsewhere (please specify): _____